

## **APPENDIX D PROPOSED FAMILY READINESS GROUP ORGANIZATION**

### **FAMILY READINESS GROUP ORGANIZATION:**

The Family Readiness Group must be an organized activity if it is to function properly and be recognized by the Army/Air Force. There is no set organization or charter standard the Family Readiness Group must follow. On the next page is an example of how the FRG can be set up. The actual organization you choose for your group will depend upon your unit's desires. However, if the FRG is to operate effectively, someone should cover all job responsibilities.

There should not be a large number of officers or job positions because of the difficulty in managing large groups. It also is more difficult to make consensus decisions or recommendations with a large number of people. As a rule an organization would not normally have more than 10 active positions. It should also be recognized that all the job positions do not have to meet with the primary FRG Officers every time a meeting is held.

The FRG should have as many people as possible involved throughout the year. This spreads the workload around and keeps the level of interest up. If too few people are involved, the FRG will not be successful. The happy middle ground has to be found and used. Regardless of how a FRG is organized; much thought should go into that organization. The FRG should be a well-designed and carefully organized operation that is not dependent on one or two people for work accomplishment.

### **EXECUTIVE COMMITTEE:**

To the FRG operating in a smooth manner an Executive Committee should be formed. This committee would meet regularly to discuss the plans for the group as well as the results of past activities. The committee can greatly assist the chairperson in recognizing and solving problems. It is suggested the committee consist of the Chairperson (and Co-chairperson if desired), Secretary, Treasurer, and the Unit Family Readiness Group Military Point of Contact. Commanders may also want to require the Unit Family Program Officer to be in attendance.

### **ELECTION OF OFFICERS:**

It is necessary to change personnel in leadership positions from time to time to train new people as well as to keep from overworking one or two people. It is suggested this be done through elections held by the Family Readiness Group and approved by the unit commander (with his or her concurrence) if this is the way the FRG and commander prefer.

### **ELECTION OF OFFICERS:**

Should you choose to hold elections, one method is to hold elections in December with the new officers taking over on January 1st. This gives the new people a chance to get organized and define the direction in which they wish to proceed.

One final point should be made when discussing organization and election of officers. The Family Readiness Group is for all the families. Therefore, it is recommended that all family members in the group should represent all elements of the rank structure of the unit. ALL FAMILY READINESS GROUP MEMBERS ARE EQUAL. THERE IS NO RANK IN THE FRG.

### **UNIT FAMILY MILITARY POINT OF CONTACT:**

It is understood that each unit is required to appoint a (full-time airman) (or M-Day soldier) to be the Family Readiness Group Military Point of Contact who will function as a point of contact for the Family Readiness Group. It is the FRG-MPOC who will work closely with the FRG, attend the FRG meetings, coordinate all support provided by the unit and assists the FRG in any way possible.

### **FAMILY READINESS GROUP POSITIONS:**

In order for the Family Readiness Group to function efficiently and effectively, it is necessary for each person involved to thoroughly understanding what it is he or she is expected to accomplish. What follows is a listing of some responsibilities inherent with each position. As with the organization of the FRG this also can be flexible. The various responsibilities should match the organization your group has selected.

Each position should be the responsibility of one person, but it is HIGHLY RECOMMENDED THAT MEMBERS OF THE GROUP BE ASSIGNED TO ASSIST IN EACH JOB AREA. This creates teams and teamwork and, of course, keeps any one person from being overworked.

### **CHAIRPERSON AND CO-CHAIRPERSON:**

1. Preside over all meetings of the Executive Committee and FRG.
2. *Plan the agendas for the meetings of the Executive Committee and FRG.*
3. Serve as an ex-officio, non-voting, member of all Standing Committees.
4. Serve as the principal liaison between the FRG, the local unit commander and the State Family Readiness Office.
5. Submit from time to time information for the FRG newsletter.
6. Perform such duties as directed by the FRG membership.

**SECRETARY:**

1. Prepare in the name of the FRG all necessary outgoing correspondence and maintain a historical record of all outgoing and incoming correspondence.
2. Prepare and present to the FRG and Executive Committee the minutes of the meeting and maintain a historical record of the minutes of the meetings of the Executive Committee and FRG.
3. Serve as a member of the Membership Committee.
4. Serve as Chairman of the Publicity Committee.
5. Acknowledge in writing all gifts and contributions to FRG.
6. Perform all other such duties as directed by the FRG.

**TREASURER:**

1. Serve as the Chief Financial Officer of the FRG.
2. Maintain a historical record of FRG financial documents.
3. Submit each January an annual operations budget to the FRG members for approval. Maintain a record of all donations to include the name of donor, address and phone number, amount or value of gift, and date of donation.
4. Present a current financial report to each meeting of the Executive Committee and FRG.
5. Present an annual, written financial report to include a statement of income and disbursements to the FRG membership, local unit commander, and State Family Readiness Coordinator not later than the first membership meeting is following the close of the fiscal year.
6. The fiscal year is 1 January – 31 December.
7. Perform other such duties as directed by the FRG membership.

**Proposed Family Readiness Group Committees**

**PUBLICITY:**

1. Make contact with various media representatives.
2. Obtain news media coverage on FRG activities.
3. Send copies of all media coverage (written summaries of any TV or radio coverage) to the Family Readiness Coordinator at State Headquarters.
4. Publicize (in advance) FRG meetings, projects, and activities.

*Assist unit in publicizing unit and/or soldier activities such as promotions, awards, annual training, field exercises, etc.*

Assist Secretary in ensuring individuals and business donating time or money receives public thanks and acknowledgments.

### **MEMBERSHIP COORDINATOR:**

1. Keep current address and phone numbers for each soldier and airman point of contact. (Remember - **do not** exclude your single soldiers and airmen). Keep records that show who is a member of the FRG. All family members of the unit are desired as members and efforts to involve them should be made continually. It is suggested you set up a loose-leaf notebook with all information listed in it. **NOTE: Do Not release FRG or phone numbers to anyone** unless they are involved with the FRG or the unit and have a reason for the list.
2. The list is not for public or commercial distribution in any form.
3. 3Design program to improve membership attendance at meetings.
4. Contact the Unit Family Military Point of Contact to make arrangements for using unit's computer and other administrative supplies and space.

### **INFORMATION COORDINATOR:**

1. Collect news and information for the FRG Newsletter.
2. Write articles and items of interest for newsletter.
3. Publish and assemble a newsletter for publication.
4. Ensure FRG is informed of appropriate information as necessary.
5. Gather information by survey or questionnaire to get to know unit family members.

### **REFRESHMENT:**

Arrange for refreshments at scheduled FRG meetings.

Maintain a rotating list of members who are to provide refreshments.

### **SPONSORSHIP:**

1. Ensure that families are contacted during first month soldier/airman is in unit.
2. Match incoming families with an existing family for mutual Readiness, assistance, etc.
3. Make an information packet on unit and FRG available to incoming families.

### **TELEPHONE TREE:**

1. *Maintain the telephone roster and coordinate the organization of the telephone call lists.*
2. Coordinate with the Unit full-time staff for updates to the roster.

**CHILD CARE:**

1. Provide and coordinate acceptable childcare for Family Readiness Group meetings and functions.
2. Select adequate location for childcare during meetings.
3. Periodically supervise children during meetings.

**FUND RAISING:**

1. Plan and conduct fund-raising activities.
2. Present annual budget of planned events to the Treasurer to be included in FRG's annual operating budget proposal.

**PROGRAM:**

1. Investigate FRG interest for educational programs.
2. Plan Programs.
- 3 . Coordinate with Community Resources to implement programs.